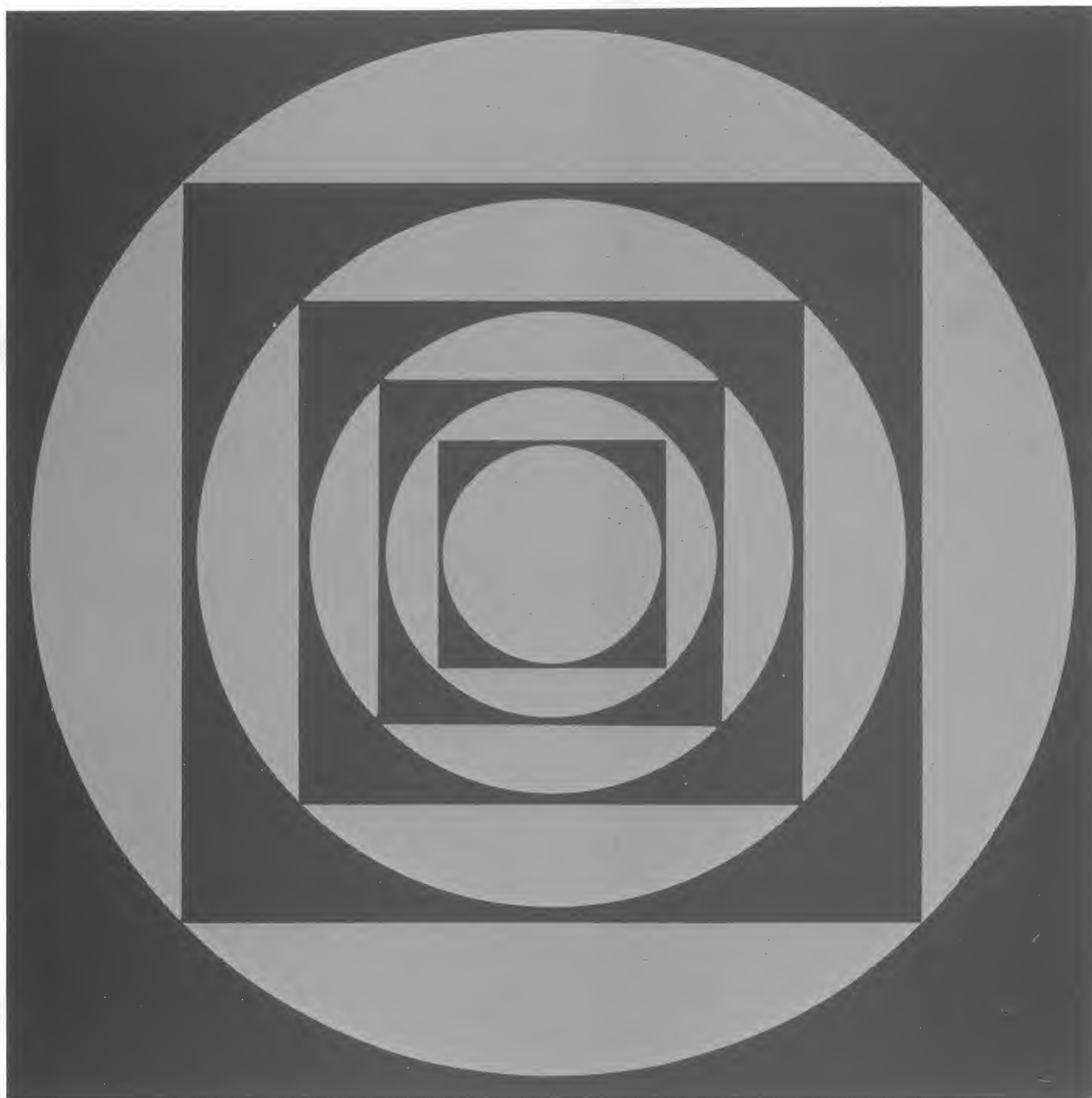


CPT SRS45

Operator's Manual





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Preface

Preface

The *CPT SRS45 Operator's Manual* is a reference guide for operators working on an SRS45 system.

This manual frequently refers to standard CPT functions, operations, and utilities that are available to all operators of 8100/8500 series, CPT Phoenix™ and CPT Phoenix JR™ standalone consoles. You should know how to use your console, and be familiar with the material in the reference manual for your console, before you use the special features of the SRS45 system.

Although the functions, operations, and utilities referred to are available to all operators of these consoles, only those with at least 224K of memory can be attached to the SRS45.

The *CPT SRS45 Administrative Functions Manual* provides additional reference material for your SRS45 system administrator.

Chapter 1: Overview of the SRS45 System

Introduction to the SRS45

The CPT SRS45 is a shared resource system that allows you to connect as many as eight separate CPT consoles to the central SRS45 storage device. CPT operators at all eight consoles can store information on their own floppy disks, or on a hard disk device inside the SRS45. A cartridge disk drive, an optional feature for the SRS45 system, also allows operators to store documents on a removable, 10-megabyte disk cartridge.

With your console connected to an SRS45, you can take advantage of all the features of a standalone CPT word processor. You also have the following benefits:

- * The SRS45 allows you to store both public and private documents on the hard disk. Documents stored in the public area of the hard disk are shared by all operators using the system: all operators can read, write, record, change, or print any document stored in the public area. Only an individual operator can gain access to or print documents stored on private areas of the hard disk.
- * Public and private storage space on the SRS45 hard disk is determined according to the needs of your particular office. Operators on your SRS45 system can be assigned different amounts of private storage space.
- * Private documents can also be stored on a console's floppy disk, or on a DU30 peripheral storage device.
- * You can also purchase an optional cartridge drive and an unlimited number of removable disk cartridges. Each cartridge provides an additional 10 million bytes of public storage space.

-
- * The cartridge drive can also be used as a backup device. With this device, it takes just a few minutes to make a backup of any storage area on the SRS45 hard disk(s).
 - * Operators can print public or private documents on printers attached to their own consoles. Shared Printing, a CPT purchasable option that allows several operators to print from the same printer, can also be used with the SRS45. (For more information about Shared Printing, see Appendix F.)
 - * A second SRS45 can be connected to the first, greatly increasing hard-disk storage space. Up to 14 consoles can be connected to this SRS45 Extended Resource System.
 - * Multi-headed CPT Phoenix consoles can be connected to an SRS45 or SRS45 Extended Resource System. This can increase the number of operators who can use the system.
 - * As many as nine operations can reside on the SRS45 hard disk storage space. These operations may be word processing programs or utility programs. Within four seconds after you switch on your console, the SRS45 automatically begins to program your console with the features you have stored in Operation 0. (This feature does not apply to the CPT Phoenix consoles.)
 - * You can use the CPT 8500 driveless console with the SRS45. The driveless console gains access to its word processing operations directly from the SRS45.

Figure 1.1 illustrates an SRS45 system configuration with eight consoles connected.

CPT SRS45

Shared Resource System

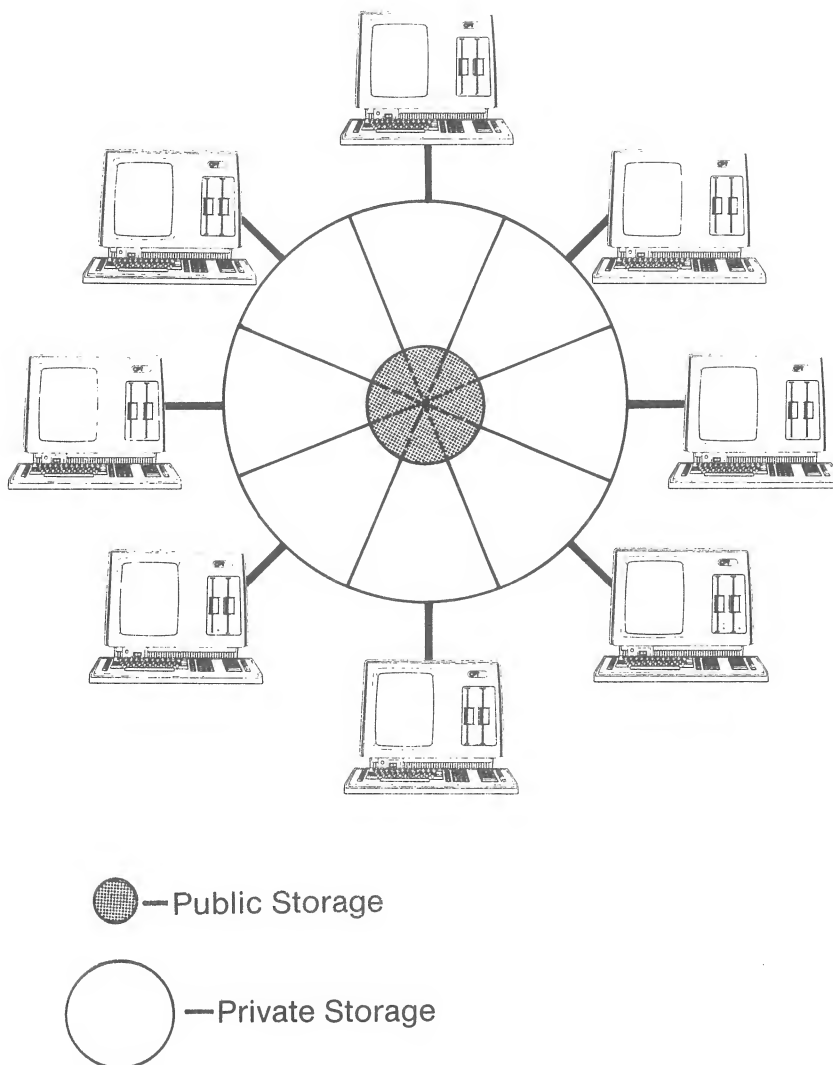


Figure 1.1
SRS45 System Configuration With Eight Consoles Connected

Chapter 2: The SRS45 System and Its Components

Overview of SRS45 System Components

The basic SRS45 system consists of the SRS45 hard disk storage device and the CPT consoles connected to it. The system can be expanded by connecting local printers and peripheral storage devices (such as DU30s) to any of the individual consoles.

Your SRS45 system can also be expanded by connecting another SRS45 hard disk storage device to the primary SRS45. The additional SRS45 is referred to as the secondary SRS45.

The Hard Disk Storage Device

The front panel of the SRS45 hard disk storage device contains the following:

- * The ON/OFF switch.
- * Two status lights: Power and Ready.

The Power light comes on when you switch on the SRS45.

The Ready light comes on when the SRS45 is ready for operators to use the SRS45 storage device.

- * Two activity lights: Link and Disk.

The Link light comes on when the SRS45 searches for commands by alternately checking the consoles connected to it.

The Disk light comes on when the hard disk in the SRS45 is being used to recall, record, or print text.

Since the SRS45 rapidly processes the commands sent to it from the consoles, both the Link and Disk lights flicker on and off at high speed. For this reason, both may sometimes appear to be on at the same time.

An illustration of the SRS45 front panel is shown in Figure 2.1.

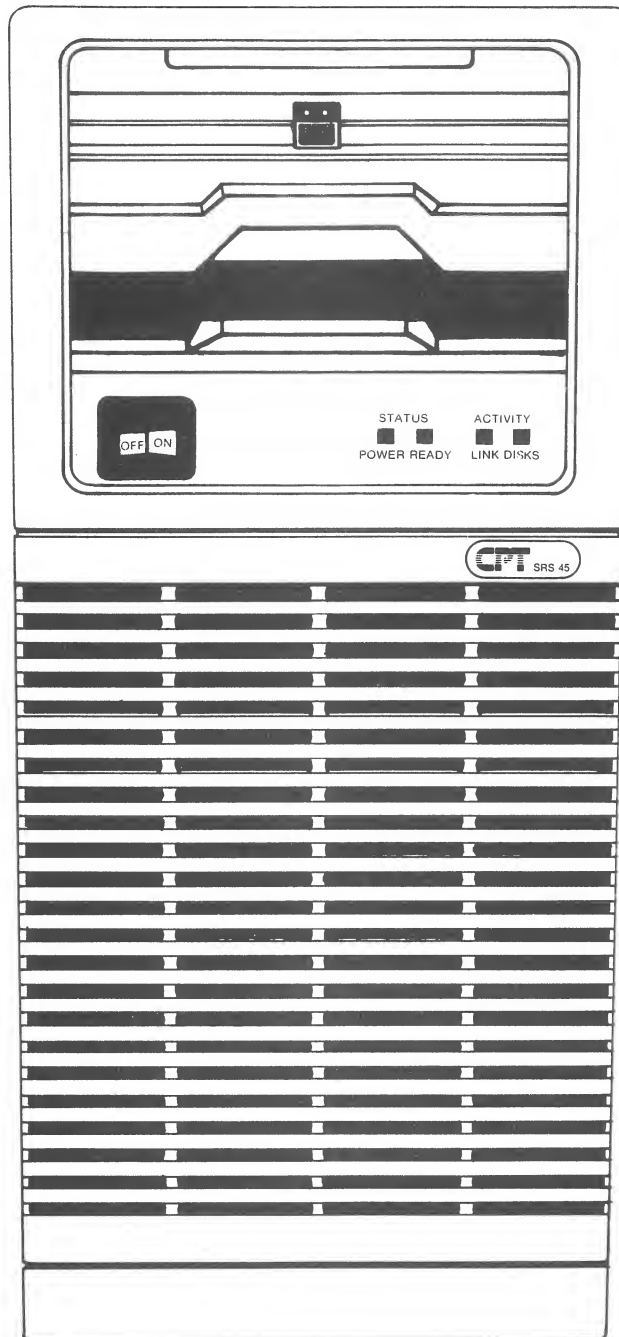


Figure 2.1
Front Panel of the SRS45

CPT Consoles

Up to eight CPT consoles can be connected to the SRS45 unit. Consoles attached to the SRS45 must have at least 224K of memory. Therefore, CPT 8135, 8530, and 8535 consoles, as well as all CPT Phoenix and Phoenix JR systems are compatible with the SRS45.

Multi-headed CPT Phoenix consoles, with up to three displays each, can be connected to the SRS45 system. This increases the number of operators who can use the SRS45 system.

Printers

Each CPT console in the SRS45 system can have one or two printers connected directly to it. With Shared Printing, a CPT purchasable option, your console can also share printers connected to other consoles.

For more information about Shared Printing, see Appendix F.

Peripheral Storage Devices

Peripheral storage devices such as the DU30 can be connected to each console in the network. (DU8 devices can also be connected to CPT Phoenix JR consoles.)

These units provide storage space in addition to the space already available on floppy disks or on the hard disk of the SRS45 unit. Peripheral storage space is private; it is not shared with the other consoles in the SRS45 network. Only the operator using the console directly connected to the peripheral storage device can gain access to documents stored there.

For more information on peripheral storage devices, see the manual that came with your storage device or your console.

The Cartridge Device

An SRS45 that includes the optional cartridge device also contains the following:

- * The cartridge drive.
- * The cartridge-release latch.

Press this latch to release the cartridge.

When you press the latch, the lights on the latch go out, a few seconds elapse, and the disk drive opens.

- * Two cartridge lights, located on the cartridge-release latch.

When power reaches the cartridge drive, the light on the left goes on.

When someone is using the cartridge device for backup or is recalling from or recording to the cartridge, the light on the right goes on.

When the cartridge-release latch is open, both lights go off.

If your SRS45 does not have the cartridge device, a panel covers the space designed to house it. If you purchase the cartridge device, your CPT representative can remove this panel and insert the optional cartridge.

All cartridge drives contain heads that must be cleaned at least once every 500 hours that the cartridge drive is used. A kit containing everything necessary to clean these heads is available from your CPT representative.

For more information about the cartridge device, see Appendix A: The Cartridge Device.

The Cartridge

The cartridge device uses an 8" X 11" black plastic cartridge as a storage device. (The cartridges are purchasable from your CPT representative.) A 10-megabyte disk is contained in the cartridge. You can use as many of these cartridges as you need for backup and storage of information.

For more information about the cartridge, see Appendix A: The Cartridge Device.

Chapter 3: SRS45 Storage Devices

Overview of SRS45 Storage Devices

On an SRS45 system, you specify a device number (1 through 7) rather than a drive number each time a storage device must be named. Thus, you can record documents onto any of the following:

Device 1 - Private Storage. A floppy disk in drive 1 of your console (not available on a driveless console). In data processing, this is referred to as Drive A.

Device 2 - Private Storage. A floppy disk in drive 2 of your console (not available on a driveless or single-drive console). In data processing, this is referred to as Drive B.

Device 3 - Private Storage. A DU30 Series storage device (optional) or a DU8 storage device (only available for CPT Phoenix JR consoles). This is a peripheral storage device that can be used if you want private storage space in addition to the space available on floppy disks and on the SRS45 hard disk.

Device 4 - Private Storage. A DU30 Series storage device (optional).

Device 5 - Private Storage. This is private storage on the SRS45 hard disk. It can only be used by an individual operator. To share a document stored on Device 5, you must recall it and record it into public storage.

Device 6 - Public Storage. This is public storage on the hard disk. Documents in public storage can be used by the operator of any console connected to the SRS45 system. This means that any operator can record, recall, or print documents stored on this device.

Device 7 - Public Storage. This is public storage on the removable disk cartridge. Documents stored on the cartridge can be used by the operator of any console connected to the SRS45 system. This means that any operator can record, recall, or print documents stored on this device. These cartridges can be removed and replaced, to provide unlimited storage.

Figure 3.1 shows a summary of information about SRS45 storage devices, and indicates where additional information about each device can be found.

Storage Type	Device Number(s)	Where to Find Information
Floppy Disks	1, 2	See the operator's manual for your console.
Peripheral	3, 4	See "Peripheral Storage Devices" in Chapter 2. See also the operator's manual for your DU30 and DU8 device.
Private, Public areas of the SRS45 hard disk	5, 6	See "Storing Files in Public and Private Areas" in Chapter 5.
Public, on the disk cartridge	7	See Appendix A: The Cartridge Device.

Figure 3.1
Summary of Information About Storage Devices

Chapter 4: Preparing To Use the SRS45 System

Preparing the SRS45

You prepare to use the SRS45 system by switching on the SRS45 unit, switching on your console, and programming your console.

Your console can be set up to be programmed automatically by the SRS45. The word processing or data processing program you use most often is usually set up as the automatic program. You can also select alternate programs, either by choosing a different program stored on the SRS45 hard disk, or by programming your console with a floppy program disk. All of these processes are explained in this chapter.

Make sure the Ready light on the SRS45 unit is on before you switch on your console.

To prepare to use the SRS45:

1. Switch on the SRS45 by pressing the right side of the **OFF/ON** switch.

The Power light comes on. Then, the Ready, Link, and Disk lights flash alternately for about 25 seconds.

When the Ready and Link lights stay on, the SRS45 is ready for use.

2. Switch on your console by pressing the right side of the **OFF/ON** switch on the console.

If you have a program stored on the SRS45 hard disk, your console will begin to program automatically within four seconds after you switch it on.

If you wish to use an alternate program after the automatic program is loaded, see "Selecting an Alternate Operation Number" in this chapter.

If you wish to use a program on an alternate floppy disk, see "Programming Your Console With a Program Disk" in this chapter.

Preparing Your Console To Operate With the SRS45

When your console is part of an SRS45 system, you begin preparing it to operate by switching it on, just as you would any CPT console. However, because of the special features of the SRS45, you then have the following options:

- * You can allow your console to be programmed automatically with the default operation (Operation 0).
- * You can allow your console to be programmed automatically and then reprogram it, selecting another operation (Operations 1 through 8) stored on the SRS45 hard disk.
- * If you have a console with drives, you can program your console by inserting a program disk within four seconds after you switch on or reset your console.

NOTE: If you have a CPT Phoenix console, you must program your console by inserting a program disk.

Instructions for using programming options are on the following pages.

Allowing Your Console To Be Programmed Automatically

When connected to an SRS45 system, your console is programmed automatically if it has been previously set up to do so by a CPT representative.

Since your console automatically uses Operation 0, you should have your CPT representative configure Operation 0 with the word processing program that contains the features you use most often.

To allow your console to be programmed automatically:

- * Switch on your console.

Within four seconds, the SRS45 begins to program your console automatically, using the program stored as Operation 0 (zero).

Selecting an Alternate Operation Number

You might want to use a feature that is stored as another operation. To do this, you simply select the appropriate operation number, as you would with a stand-alone word processor.

To help you remember which word processing operations and utilities are stored under different operation numbers, your CPT representative can create a page that lists this information. Your representative should store the page on the public or private area of the hard disk, and tell you the page label. By printing or recalling this page, you can easily find out which word processing features and utilities are available to your console as stored operations.

If you lose the list, or do not have it recorded on the SRS45, you must contact your CPT representative to find out the operation configuration for your console.

For additional information about selecting alternate operations, see the operator's manual that came with your console.

To program your console using an operation other than 0 (zero):

1. Switch on your console, and allow the console to be programmed automatically.
2. Hold **CODE** and touch the letter **O** (for Operation).

The following prompt appears:

OPERATION NUMBER _

3. Type the number (1 through 8) of the operation that you want to use, and touch **RETURN**.

The console is reprogrammed using that operation.

To return to Operation 0:

1. Hold **CODE** and touch the letter **O** (for Operation).

The following prompt appears:

OPERATION NUMBER _

2. Touch **RETURN**. (You do not need to type in the number **0** [zero]).

The console is reprogrammed with Operation 0.

Programming Your Console With a Program Disk

At some point, you may want to use a feature that is not in any operation stored in the public or private areas of the SRS45 hard disk. In this situation, use the following guidelines:

- * If your console contains drives, you can program it with a floppy program disk containing the feature that you want to use. See the operator's manual that came with your console for additional information about programming with disks. See "Programming Your Console With Utilities" in Chapter 6 of this manual for additional information.

Make sure the floppy program disks you use contain SRS45 software. If you use standard program disks that do not contain SRS45 software, you will not have access to any operations or text on the SRS45 hard disk or cartridge. Your console then operates as a standalone word processor.

- * If a D page is stored on any of your private storage areas (devices 1 through 5), your console will be programmed using that D page.

If no D page is stored on your private storage areas, your console will be programmed using the D page on your program disk.

A D page stored on any of your private storage areas supersedes D pages on the program disk. Therefore, if you want to use the D page on the disk, first check the tables of contents for your private storage areas to make sure there are no D pages there.

To program your console with a program disk:

1. Switch on the console.
2. Immediately insert the program disk into a disk drive.

NOTE: If you are using an 8100- or 8500-Series console, the screen will display several meaningless symbols shortly before the copyright message appears. These are part of the system's programming operation; the symbols **do not** indicate a problem.

-
- * If you find that you frequently need to program the system with a separate program disk, you might want to contact your CPT representative and have the program added as an operation.
 - * If you are using a CPT Phoenix console, you must program the console with floppy disks. You do not have access to operations stored on the SRS45 hard disk.
 - * If you want to use CPT data processing, you must use a floppy interface disk to program your console and gain access to the SRS45 hard disk.
 - * If your private storage on the SRS45 hard disk is reserved for data processing only, you must also use a floppy disk to program your console any time you want to use the console for word processing.
 - * If you do not insert the program disk within four seconds after you have switched on the console, the console will be programmed automatically, using whatever is stored as Operation 0 in your private area. If this happens, simply insert the program disk into a disk drive and press the RESET button on the console.

Chapter 5: Using the Filing System

Overview of the SRS45 Filing System

When your console is part of an SRS45 system, you can record a document into private or public storage in either of two ways:

- * Store it on individual pages.
- * Store it in an electronic file folder.

You name, open, close, record, and recall individual pages or folders on the SRS45 system the same way you would on a stand-alone console.

You can also generate tables of contents and use the directory tracking feature when your console is connected to the SRS45.

All of these CPT features are explained in this chapter.

For additional information about these features, see the operator's manual that came with your console.

Recording and Recalling Documents

Recording and recalling documents and folders when your console is part of an SRS45 system is very similar to recording and recalling documents on a standalone CPT console.

A device number on an SRS45 system has the same meaning as a drive number on a standalone system. On an SRS45, you specify a device number (1 through 7) rather than a drive number each time a storage device must be designated.

For example, if you wanted to recall a page labeled LETTER from public storage on device 7, you would press IN and type the following on the command line:

```
IN      7 LETTER
```

The 7 is the device number on which the page is stored. When you then press RETURN, the LETTER page is recalled to your console screen.

Make sure you do not record over public documents that other operators might still need. To avoid this, follow the guidelines listed in "Suggestions for Using Public Documents" in this chapter.

For more information about recording and recalling documents, see the operator's manual for your console.

Storing Documents in Electronic Folders

You create and use folders on the SRS45 system the same way you would on a stand-alone console. Keep in mind that when working on an SRS45 system, a device number has the same meaning as a drive number on a standalone system. On an SRS45 system, you specify a device number (1 through 7) or the folder access letter each time a storage device must be designated.

When using public storage on the SRS45, it is recommended that you store all documents consistently, according to one of two methods: either as loose pages, or in folders. You may choose the storage method that best meets your filing needs.

However, because the SRS45 provides large amounts of storage space on the hard disk and the optional disk cartridge, it is usually more efficient to store documents in folders rather than as loose pages. This will enhance your organization of documents and simplify document retrieval.

For more information about electronic folders, see the operator's manual for your console.

Viewing Tables of Contents

When your console is connected to the SRS45, you can view tables of contents for any of the following:

- * The pages stored in a particular folder.
- * The folders stored on a particular device.
- * The individual pages (not in folders) stored on a particular device.
- * The folders that are now open.
- * The folder name opened under a particular access letter.

Considerations

- * The more pages and folders stored on a device, the longer it will take to view a table of contents for that device.

The large amount of public storage space available on the SRS45 means that very long tables of contents can be created. Separate tables of contents are created for loose page listings, and for file folder listings. If you store documents using both methods, you must then view two very long tables of contents to find the page or folder labels desired. Using only one storage method eliminates the need to view two tables of contents when searching for a document.

- * You can view partial tables of contents on the SRS45 just as you would on a standalone console. Use this feature to avoid viewing complete tables of contents of public storage areas.

To view a table of contents for a particular folder:

1. Make sure the folder is open.
2. Hold **CODE** and touch **IN**.

The following prompt appears:

CONTENTS 1 _

(The prompt always defaults to the device number or access letter you used the last time you checked tables of contents. In this example, device 1 is shown.)

3. If necessary, touch **BACKSPACE** and type the access letter that represents the folder you want to check.
4. Touch **RETURN**.

The table of contents for the folder appears above the typing line.

To view a table of contents of all folders stored on a device:

1. Hold **CODE** and **SHIFT**, and touch the letter **S**.

The following prompt appears:

CONTENTS 1 _

2. If necessary, touch **BACKSPACE** and type the number of the device for which you want to see a table of contents.
3. Touch **RETURN**.

The table of contents for all folders stored on that device appears above the typing line.

To view a table of contents of all loose pages on a device:

1. Hold **CODE** and touch **IN**.

The following prompt appears:

CONTENTS 1 _

2. If necessary, touch **BACKSPACE** and type the number of the device for which you want to see a table of contents.
3. Touch **RETURN**.

The table of contents of all loose pages stored on that device appears above the typing line.

Using Directory Tracking

When your console is connected to the SRS45 network, it uses directory tracking (instead of numerical incrementation) for the status line prompt when you touch IN or PRINT. What this means is that when you touch IN or PRINT, your console first displays the word IN or PRINT, followed by a cursor. If you touch IN or PRINT again, your console displays the page label in the table of contents that directly follows the last page you recalled or printed.

You track pages or folders on the SRS45 system the same way you would on a standalone console. You can track pages or folders stored on any device, or within any folder. You can also turn directory tracking off or on the same way you can on a standalone console.

For more information about directory tracking, see the operator's manual for your console.

Creating a Confidential Folder

Through the use of confidential folders, you can limit access to documents stored on public or private areas of the SRS45 hard disk. Only operators who know the name of the confidential folder can recall documents stored in it.

You can create and store a confidential folder on any device, 1 through 7. The name of the confidential folder will not appear when you view a table of contents of folders on the device in which the folder is stored. However, if you know the name of the confidential folder, you can view a table of contents of all documents stored in it.

It is recommended that you use confidential folders sparingly and with great care; once the name of the folder is forgotten, it is very difficult to retrieve the hidden documents. Keep a private record of the labels of confidential folders you create.

To create a confidential folder, you first open the folder and store documents in it. Then, you create a dummy page, which might consist of an unneeded or nonsense document, or a blank page. Record the page as a loose page, with the same label as the confidential folder, and store the page on the same device as the confidential folder. As long as that dummy page exists, the name of the confidential folder does not appear on the table of contents for folders stored on that device. However, the dummy page label does appear on the table of contents for individual pages stored on that device.

If you erase the dummy page, the folder name will reappear on the table of contents list of folders.

To create a confidential folder:

1. Open a folder on any device and store documents in it.
2. Create a (blank) dummy page.
3. Record the dummy page as a loose page under the same label as the folder created in Step 1. Store the dummy page in the same device as the confidential folder.

The folder will now be confidential; it will not appear on the table of contents for folders stored on that device.

4. Generate a table of contents for the confidential folder using **CODE IN**.

A list of all pages recorded in the confidential folder appears on your screen.

4. Create a private, written record of the name of the confidential folder.

Use CODE IN to generate a table of contents for the now-hidden confidential folder. See "Generating Tables of Contents" in this chapter for additional information.

NOTE: Any time you record an individual page label under the same name as a folder (stored on the same device), you create a confidential folder. If you frequently store individual documents and folders on the same device, make sure you do not inadvertently create a confidential folder in this manner.

Storing Files in Public and Private Areas

In order for the SRS45 to operate efficiently, it is important that all operators understand the difference between public storage on the hard disk (device 6) or cartridge (device 7) and private storage on the hard disk (device 5). Operators need to understand how each storage device should be used.

You should keep in mind these guidelines when storing documents on the hard disk, or on the cartridge:

- * Use device 5 for routine storage.
- * Use devices 6 and 7 only for documents that are for general or long-term use.

SRS45 private storage (device 5) is available exclusively to the operator of each individual console. Therefore, device 5 should be used for an operator's routine storage. Text can be recorded to and recalled from it often.

SRS45 public storage (device 6 or 7) can be used by all operators whose consoles are part of the SRS45 system. Because so many operators have access to them, devices 6 and 7 must be used more carefully than device 5. Devices 6 and 7 are not designed to be used as storage areas for individual operators' documents, but as a limited storage area for documents that are of general and long-term use to all operators on your SRS45 system. To ensure that your SRS45 system operates efficiently, only documents of this general nature should be recorded to device 6 or device 7.

Private storage on floppy disks (devices 1 and 2) or on peripheral storage devices (devices 3 and 4) can be used the same way on an SRS45 system as on a standalone console.

Suggestions for Using Public Documents

Since any SRS45 operator can gain access to public documents (documents in public storage on device 6 or device 7), certain precautions are necessary to ensure the integrity of these documents.

When using public documents, follow the guidelines below:

- * Limit the number of public documents to conserve storage space and promote system efficiency.
- * Include in public storage only those documents that are needed for general use by most of the SRS45 operators.

It is most efficient to limit the number of operators recording and revising public documents. In that way, the status of public documents is more closely monitored, and an operator is less likely to inadvertently erase a page.

- * Store forms and frequently used reference documents in public storage.
- * Don't make frequent changes to public documents; they should remain fairly stable.

For example, a glossary of special terms or abbreviations used in your office should be stored in public storage, so that all operators can have easy access to this list. However, a glossary that you are in the process of revising should be stored in your private storage area until the revisions have been made.

-
- * Always check the status of a public document before you use it. There is no other way to tell if someone has revised a public document.
 - * Any time an operator tries to record a public document using the same page label as an already existing public document, the only error message that appears is the standard "6.1 A PAGE ALREADY EXISTS." The existing document is erased if the operator ignores the message and records the new page over the existing page.
 - * Never erase a public document without checking with all other operators to make sure the document either is no longer needed or is recorded somewhere else.
 - * Always indicate changes made to public documents on the page title line, or on a document status page. Update the title line or status page each time you make any changes to the document. Otherwise, it can be difficult to monitor changes made to public documents. (For more information on document status pages, see "Tracking the Status of Public Documents" in this chapter.)
 - * Do not store confidential text as a public document. Instead, store it as a private document on devices 1 through 5.
 - * Do not record large numbers of pages to public storage during times when other SRS45 operators are also recording pages on device 6.

Tracking the Status of Public Documents

Since any SRS45 operator can gain access to a public document, you should track the status of such a document. This includes monitoring who works on the document, what changes are made to it, and when those changes are made.

One method of monitoring document changes is to record key items of information (such as revision dates or operator names) at specified character positions on page title lines.

Another efficient way to keep track of such information is to use a document status page. A document status page lists special information about the public document. It is recorded as the first page of the document page range. For example, if the document itself begins on ABC.1, record the document status page as ABC.

A suggested format for a document status page is shown in Figure 5.1.

Make sure you update the document status page each time you change a public document. Also, always check the document status page before you use a public document. In this way, you can avoid duplicating the efforts of another operator who has already worked on a public document. You can also easily tell if changes have been made to a document since the last time you used it.

DOCUMENT STATUS PAGE				
Beginning Label: FILES.1		Original Writer: D. Evans		
Date Created: 03/09/84				
Revision Status:				
<u>Operator</u>	<u>Date</u>	<u>Time Started</u>	<u>Time Completed</u>	<u>Changes Made</u>
Nancy	6/11/85	12:45 p.m	1:00 p.m.	Update F. Smith Address

Figure 5.1
Document Status Page

Chapter 6: Maintaining Storage on the SRS45

Overview of SRS45 Storage Maintenance

To maintain public and private storage on the SRS45, you need to know how to do the following:

- * Make floppy disk backup copies of the documents stored on the SRS45 hard disk.
- * Restore the copy from the backup floppy disks to the hard disk.
- * Take text stored in one location and reproduce it in another.
- * Transfer text stored on one device to another device.

This chapter explains how to perform these functions.

Programming Your Console With Utilities

Procedures in this chapter describe how to use the Duplication, Backup and Restore, and Erasure utilities.

Before you use them, you must first program your console by loading the utilities program into your console. On the SRS45, this can be done two ways:

- * Using a utility stored as an operation on the hard disk.
- * Using a floppy disk that contains the utility program.

These procedures are described in this chapter.

NOTE: CPT word processing utilities should not be confused with CPT data processing utilities. Data processing utilities cannot be stored on the hard disk. For more information about CPT data processing utilities, see the *CPT SRS45 Administrative Functions Manual*.

Using TASK, SRS, or WORDPAK Keys

The TASK key is referred to in some screen prompts and in instructions for using utilities on the SRS45. The TASK key is found on a CPT Phoenix or a CPT Phoenix JR console.

If you have an 8100/8500 Series console, you have an SRS or WORD PAK key instead of a TASK key. Use the SRS or WORD PAK key whenever you are told to use the TASK key.

Figure 6.1 shows which key is found on each type of CPT console.

If you have this console:	Touch this key:		
	TASK	SRS	WORD PAK
CPT Phoenix	x		
CPT Phoenix JR	x		
8XXX Series		x or	x

Figure 6.1

Keynames TASK, SRS, and WORDPAK on CPT Consoles

Programming Your Console With Utilities Stored as Operations

When you use a utility stored as an operation on the hard disk, first hold **CODE** and touch the letter **O**. The following prompt appears on the status line:

OPERATION NUMBER__

Then type in the operation number that your CPT representative has assigned to the utility you want to use, and press **RETURN**.

To help you remember which word processing operations and utilities are stored under different operation numbers, your CPT representative can create a page that lists this information. Your representative should store the page on the public or private area of the hard disk, and tell you the page label. By printing or recalling this page, you can easily find out which word processing features and utilities are available to your console as stored operations.

Programming Your Console With a Utility Disk

When you use the word processing utility disk, you reset your console, and insert the utility disk into device 1 or 2 (drive 1 or 2). The utilities menu appears. You move the cursor next to the utility you want to use, and press **RETURN**.

For more information about programming your console, see Chapter 4: Preparing To Use the SRS45 System.

To program your console with a utility stored as an operation:

1. Hold **CODE** and touch the letter **O** (for Operation).

The following prompt appears:

OPERATION NUMBER _

2. Type the number (1 through 8) of the operation assigned to the utility you want to use, and touch **RETURN**.

The console is programmed with that utility.

To program your console with a utility disk:

1. Press the **RESET** button on your console.
2. Insert the utility disk into device 1 or 2.

If you are using an 8100- or 8500-Series console, the screen will display several meaningless symbols shortly before the copyright message appears. These are part of the system's programming operation; the symbols do not indicate a problem.

The Utilities Menu screen appears.

3. Move the cursor until it is next to the utility you want to use, and then touch **RETURN**.

The console is programmed with that utility.

Backing Up and Restoring Information on the SRS45

If you do not have a cartridge device, you should periodically make floppy disk backup copies of the information stored on the SRS45 hard disk. This helps prevent loss of data due to operator error or mechanical malfunction.

Use the Backup and Restore utility to make floppy disk backups of word processing pages stored on the SRS45 hard disk, and to restore word processing pages to the hard disk.

You use the Backup and Restore utility the same way on the SRS45 system as you would on a standalone console. Remember that on an SRS45 system, you specify a device number (1 through 7) or access letter rather than a drive number whenever a storage device must be named.

The Backup and Restore utility can be stored as an operation on the SRS45 hard disk. Your CPT representative can tell you which operation number is assigned to the Backup and Restore utility in your private storage.

If you have purchased a cartridge device, you can use it to back up the SRS45 hard disk. For information on how to use the cartridge as a backup device, see the *CPT SRS45 Administrative Functions Manual*.

NOTE: Data processing files cannot be backed up with the Backup and Restore utility. See the CPT data processing D-level operator's manual or the *CPT BackRest™ Operator's Manual* for information about how to back up data processing files. (BackRest is a CPT purchasable option.)

Considerations When Using the Backup and Restore Utility

- * If you do not have the Backup and Restore utility stored as an operation on your SRS45 hard disk, you must use the word-processing utilities disk to load this utility into your system.
- * If you are using a CPT Phoenix console, you must use the word-processing utilities disk to load Backup and Restore into your system. You do not have access to operations stored on the SRS45 hard disk.
- * Using floppy disks to back up the SRS45 hard disk can be time-consuming. (It takes about three minutes to fill each floppy disk.) It can also require a large number of floppy disks. Make sure you have enough time to complete the backup and a sufficient supply of floppy disks before you begin making floppy disk backups of the SRS45 hard disk.
- * Restoring text from backups made on floppy disks can also be time-consuming. It takes about five minutes to restore the contents of each floppy disk. Make sure you have enough time to finish restoring all information from the floppy disks to the hard disk before you begin this procedure.
- * After you use the Restore utility, the backup information remains on the floppy disks. Make sure you save those floppy disks until the next edition of backups is made.

-
- * When you restore documents that were backed up with the Backup and Restore utility, you must restore the entire area that was backed up. You cannot restore individual pages from the backup disk.
 - * If you anticipate a need to restore individual pages or partial areas of a backup disk use the Duplication utility to make a duplicate of a storage area, rather than the Backup and Restore utility. The duplicate disk then becomes the backup disk. If you need to restore information from a duplicated floppy disk, you can then duplicate individual pages or the entire floppy disk onto the hard disk.
 - * When you back up all pages on a device, all folders on the device are also backed up.
 - * Make sure you write clear labels on your backup floppy disks. Labels should include information about the disk contents and the date of the backup.

Reproducing Documents

With the SRS45, you can take text stored in one location and reproduce it in another. When you are finished, there are two copies of the text: one in its original location and one in the new location.

You can reproduce text from one device to another device, and from one folder to another folder (on the same device as the original folder). You can reproduce documents stored in folders and those stored individually.

Before you can reproduce documents stored in a folder, you must open that folder. You must also open the folder into which you want to reproduce the document. You can reproduce documents into either existing or new folders. (For more information about folders, see the operator's manual that came with your console.)

You can reproduce text using either the Copy option or the Duplication utility. Either method allows you to reproduce a document or an entire folder from one location to another. The Copy option is a standard feature on many CPT consoles. The Duplication utility is stored as an operation on the SRS45 hard disk.

Review Figure 6.2 before selecting a method for reproducing text.

	COPY OPTION	DUPLICATION UTILITY
ADVANTAGES	<p>You do not have to reprogram your system when using the Copy option is part of the word processing program. Therefore, you can continue working in word processing while the text is being copied.</p> <p>The Copy option provides an efficient way to reproduce page ranges of 10 pages or less.</p>	<p>While you are using the Duplication utility to reproduce documents stored on devices 6 or 7, other operators cannot record pages to those storage areas. This ensures that a public document is not altered by other SRS 45 operators while you are duplicating it.</p> <p>The Duplication utility ensures that all loose pages and folders within a specified page range are reproduced.</p> <p>The Duplication utility provides an efficient way to reproduce page ranges of 10 or more pages.</p>
DIS-ADVANTAGES	<p>Other SRS45 operators can gain access to pages within public documents even as you are copying those documents. They are denied access only to the specific page being copied at the moment. Therefore, another operator could change a page at the end of a document while an earlier page was being copied; you would then inadvertently copy the altered page at the end of the document, not the original page you had intended. You would discover this only if you checked the page that you copied and noticed the discrepancy.</p> <p>If you specify a range of pages to be copied from a device, any folders on that device will not be copied. It is not recommended that you copy page ranges of more than 10 pages.</p>	<p>You must reprogram your console to use the Duplication utility, so you cannot use word processing while the text is being duplicated.</p>

Figure 6.2

The Copy Option vs. the Duplication Utility

Using the Duplication Utility

The Duplication utility can be stored as an operation on the SRS45 hard disk, or on a floppy utilities disk. If it is stored on the hard disk, you can load it directly into your console using the operation number assigned to it by your CPT representative. Your CPT representative can tell you which operation number is assigned to Duplication for your particular console.

You use the Duplication utility the same way on an SRS45 as on a standalone console. Remember that a device number on the SRS45 has the same meaning as a drive number on a standalone console. You specify a device number (1 through 7) rather than a drive number whenever a storage device must be named.

The "Disk" option (on the Duplication utility) can only be used when you duplicate information from devices 1 or 2. The "Page" option must be used when duplicating text from all other devices. (You can also use the "Page" option when duplicating from floppy disks.) Disk Duplication will not function if you attempt to use it on devices 3 through 7.

If you wish to duplicate all pages and folders stored in devices 3, 4, 5, 6, or 7, use the "Page" option on the Duplication utility, specify the device to be duplicated, and type a page range of A 9999999999.

For more information about Disk Duplication, see the operator's manual for your console.

Using the Copy Option

You use the Copy option on the SRS45 the same way you would on a standalone console. Remember that a device number on the SRS45 has the same meaning as a drive number on a standalone console. You specify a device number (1 through 7) rather than a drive number whenever a storage device must be named.

For information comparing the two methods of reproducing text, see Figure 6.2.

For additional information about the Copy option, see the operator's manual for your console.

Transferring Documents

With the SRS45, you can transfer documents, that is, move them from one location to another. When you are finished, the document is stored in the second location and has been removed from the original location. (This is unlike reproducing documents, in which you retain the document in the original location and reproduce it in the second location.) You can transfer documents between folders or devices.

You transfer documents on the SRS45 system the same way you would on a standalone console. Remember that a device number on the SRS45 has the same meaning as a drive number on a standalone console. You specify a device number (1 through 7) rather than a drive number whenever a storage device must be named.

For more information about transferring documents, see the operator's manual for your console.

You can also use the transfer option to erase documents. For more information about this option, see "Using Transfer To Erase" in this chapter.

Erasing Documents

You can erase a document or an entire folder from any device on the SRS45 system. You can erase a document in one of two ways:

- * Using the SRS45 Erasure utility.
- * Using the Transfer option.

The Erasure utility is stored as an operation on the SRS45 hard disk. The Transfer option is a standard feature on many CPT consoles.

You can erase documents stored in folders and those stored individually. However, before you can erase documents stored in a folder, you must first open that folder.

It is recommended that you use the Erasure utility to erase any document longer than 10 pages, and the Transfer option to erase fewer than 10 pages.

Using the Erasure Utility

You can use the SRS45 Erasure utility to erase a single page, a range of pages, or an entire folder from any device on the SRS45 network. The Erasure utility can be stored as an operation on the SRS45 hard disk, or on a floppy utilities disk. If it is stored on the hard disk, you can load it directly into your console using the operation number assigned to it by your CPT representative. Your CPT representative will tell you which operation number is assigned to Erasure for your particular console.

You use the Erasure utility the same way on an SRS45 as on a standalone console. Remember that a device number on the SRS45 has the same meaning as a drive number on a standalone console. You specify a device number (1 through 7) rather than a drive number whenever a storage device must be named.

You can only use the "Disk" option on the Erasure utility to erase devices 1 or 2 (floppy disks). The Disk option erases all pages and folders on the floppy disk. The Disk option will not function on other devices.

If you wish to erase all pages and folders stored in devices 3, 4, 5, 6, or 7, use the "Page" option on the Erasure utility, specify the device to be erased, and type a page range of A 9999999999.

For more information about the Erasure utility, see the operator's manual for your console.

Using Transfer To Erase

You can use the Transfer option to erase a document or an entire folder. You do this by typing 0 (zero) as the device to which you want to transfer the document.

You use the transfer option to erase documents on the SRS45 system the same way you would on a standalone console. Remember that a device number on the SRS45 has the same meaning as a drive number on a standalone console. You specify a device number (1 through 7) rather than a drive number whenever a storage device must be named.

For more information about the Transfer option, see the operator's manual for your console.

Chapter 7: Printing Documents Stored on the SRS45



Overview of SRS45 Printing

When your console is connected to an SRS45, you can print using either direct or control page printing. You can print documents stored as loose pages or in folders, you can use print queues to list successive print jobs, and you can use the flag page feature to create extra pages of print job information that appear before each series of printed text pages. You can also use the Shared Printing option on an SRS45 system, to allow operators, working at their own consoles, to print jobs using printers connected to any other console in the system.

You use the same processes to print documents on the SRS45 that you do on a standalone system. Keep in mind that when working on an SRS45 system, a device number has the same meaning as a drive number on a standalone system. On an SRS45 system, you specify a device number (1 through 7) or the folder access letter, when issuing a print command.

When printing documents stored in folders, remember that you must open the folder before printing pages stored in it.

Additional information about flag pages and print queues is on the following pages. Additional information about Shared Printing is in Appendix F: Shared Printing.

For more information about printing, see the operator's manual that came with your console.

Using Print Queues

When you issue more than one print command before the system has finished printing, the system creates a print queue. This queue is simply a list of printing jobs. The print queue ensures that the printer responds to print commands in the order in which they were issued.

You can display the print queue at any time after you have issued the print commands. If you want, you can then change the order of the commands or delete commands. You can also store a print queue so that you can use it at any time, much as you would a recorded keyboard program.

You use print queues on the SRS45 system the same way you would on a standalone console. Remember that a device number on the SRS45 has the same meaning as a drive number on a standalone console. You specify a device number (1 through 7) rather than a drive number whenever a storage device must be named.

For more information about print queues, see the operator's manual that came with your console.

Using Flag Pages

Flag pages are extra pages that appear at the beginning of each printed job, and contain such information as the workstation from which the print job was sent, the title of the file in which the original pages are stored, and the title of the print job. You use flag pages to identify different print jobs, and separate the end of one print job from the beginning of the next print job.

You can turn the flag page feature on or off on an SRS45 system the same way you would on a standalone console. When using any CPT feature on the SRS45 system, remember that a device number on the SRS45 has the same meaning as a drive number on a standalone console. You specify a device number (1 through 7) rather than a drive number whenever a storage device must be named.

It is recommended that you use flag pages when you use print queues, and when your SRS45 system is configured to operate with Shared Printing.

For more information about flag pages, see the operator's manual that came with your console.

Appendix A
Cartridge Device

Appendix A:

The Cartridge Device

The Cartridge Device

The cartridge device consists of the cartridge drive, two cartridge lights, and the cartridge. The cartridge device is an optional feature on the SRS45. The device can be used for backing up the hard disk, and for additional public storage. Figure A.1 shows the cartridge device.

The 8" X 11" black plastic cartridge contains a 10-megabyte floppy disk. Since the cartridge can be easily inserted into and removed from the drive, you can use as many of the cartridges as you need for backup or storage. (You can purchase cartridges from your CPT representative.)

Documents stored on the cartridge are in public storage (device 7). Any SRS45 operator can store documents on the cartridge, and any operator has access to the documents stored there. Therefore, when you are using device 7 for storage, make sure you follow all the precautions outlined in "Suggestions for Using Public Documents" in Chapter 5.

There are certain ways in which the use of device 7 differs from the use of device 6 as public storage:

- * Since the cartridge in device 7 is removable, you must make sure you know which cartridge is in the cartridge drive before you record text to device 7. Otherwise, you might create problems with your filing system or inadvertently record over another document.
- * As with other storage media, make sure you make backups on floppy disks of the text stored on device 7. You use the same procedure to back up device 7 that you use for device 6. For information about making floppy disk backups, see "Backing Up and Restoring Information on the SRS45" in Chapter 6.
- * If your system includes two SRS45 units, access to public storage on device 7 differs from access to public storage on device 6. All consoles (maximum 14) have access to public documents stored on the primary SRS45 system's hard disk (device 6). (No public storage exists on the hard disk on the secondary system.) However, only the 7 consoles connected to one SRS45 unit have access to public storage on a cartridge (device 7) attached to their unit. Consoles connected to a primary SRS45 only have access to a cartridge device attached to the primary unit; consoles connected to a secondary SRS45 only have access to a cartridge device attached to the secondary unit. For more information about SRS45 Extended Resource Systems, see Appendix E.
- * The cartridge device can also be used to make backups of the SRS45 hard disk. For more information about making cartridge backups of the hard disk, see the *CPT SRS45 Administrative Functions Manual*.

Figure A.1 shows the cartridge device.

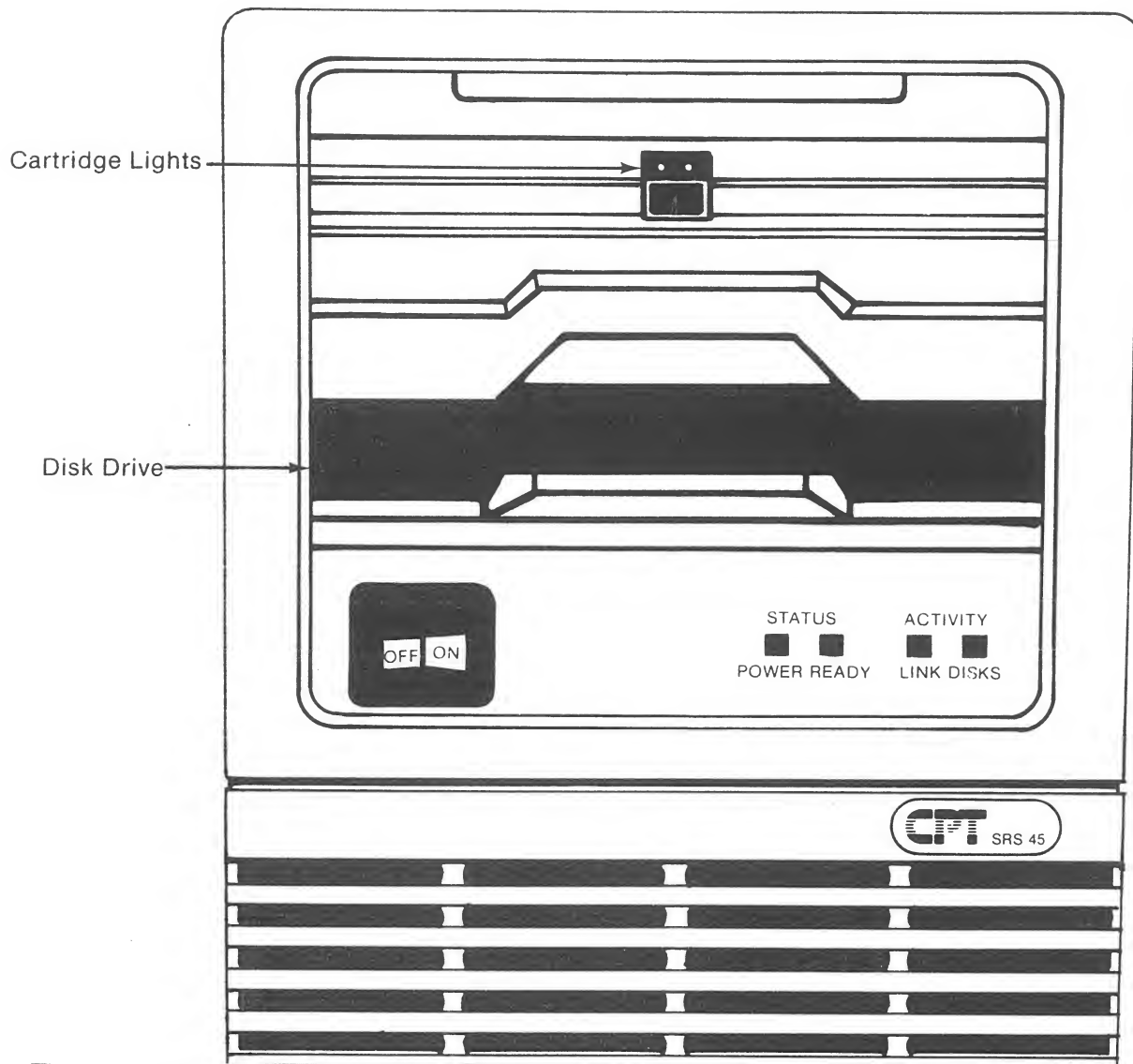


Figure A.1
The Cartridge Device

Inserting and Removing the Cartridge

Each cartridge has a 5½" X 5" indented area on one of the 8" sides. Insert the cartridge into the drive horizontally, holding the indented area face up. Insert the indented end of the cartridge first.

Do not force open the doors of the drive. The doors open automatically a few seconds after you press the cartridge-release latch. If, for some reason, the doors do not open automatically, contact your CPT representative.

Figure A.2 shows the cartridge, and Figure A.3 shows how to insert the cartridge into the drive.

To insert the cartridge into the drive:

1. If necessary, open the drive by pressing the cartridge-release latch.

The cartridge lights go out, several seconds pass, and the door opens.

2. Insert the cartridge horizontally. Insert the end with the 5½" X 5" indented area first, facing up.
3. Squeeze the door of the drive shut.

To remove the cartridge from the drive:

1. Press the cartridge-release latch.

The cartridge lights go out.

2. Wait a few seconds.

The doors on the drive open automatically.

3. Pull the cartridge out of the drive.

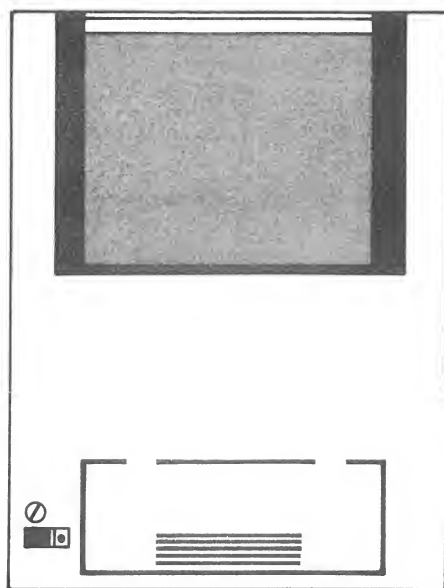


Figure A.2
The Cartridge

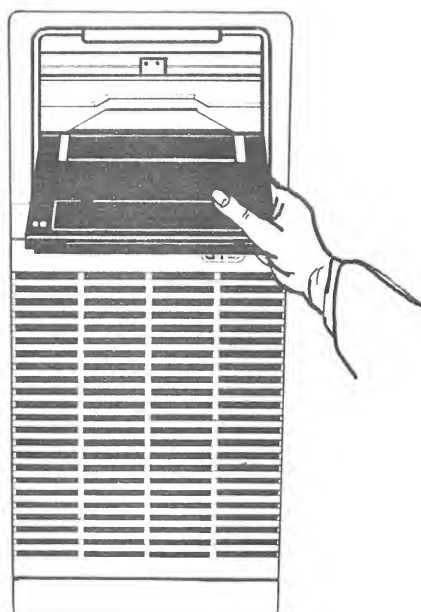


Figure A.3
Inserting and Removing the Cartridge

Activating and Deactivating the Cartridge Write-Lock

You may want to prevent any changes to the text on the cartridge. For that purpose, each cartridge contains a write-lock in the lower left-hand corner of the cartridge. When you activate the write-lock, you prevent any operator from recording additional text to or erasing text from the cartridge. Later, if you want to, you can deactivate the write-lock. Additional text can then be recorded onto the disk, and the text already on the disk can be erased. See Figure A.4 for an illustration of the cartridge write-lock.

The write-lock itself is a small rectangular opening. It is partially covered by a sliding, plastic door with a round hole in the center. When inserting the cartridge into the drive, the write-lock is on your left, on the side of the cartridge nearest you. Above the left-hand side of the write-lock is a diagram of a circle with a diagonal line through it. When the door is slid to the right of the intersected circle, you can record text to and erase text from the cartridge. When the door is slid to the left, so that it is directly below the circle, you cannot record text to or erase text from the cartridge.

To activate the write-lock on a cartridge:

1. Position the cartridge so that the write-lock is on your left and on the side of the cartridge nearest you.
2. Insert a small pointed object (such as the point of a durable ballpoint pen) into the hole on the sliding door of the write-lock.
3. Slide the door all the way to the left, so that the hole is directly below the diagram of a circle with a diagonal line through it.

To deactivate the write-lock on a cartridge:

1. Position the cartridge so that the write-lock is on your left and on the side of the cartridge nearest you.
2. Insert a small pointed object (such as the point of a durable ballpoint pen) into the hole on the sliding door of the write-lock.
3. Slide the door all the way to the right, so that the hole is to the right of the diagram of a circle with a diagonal line through it.

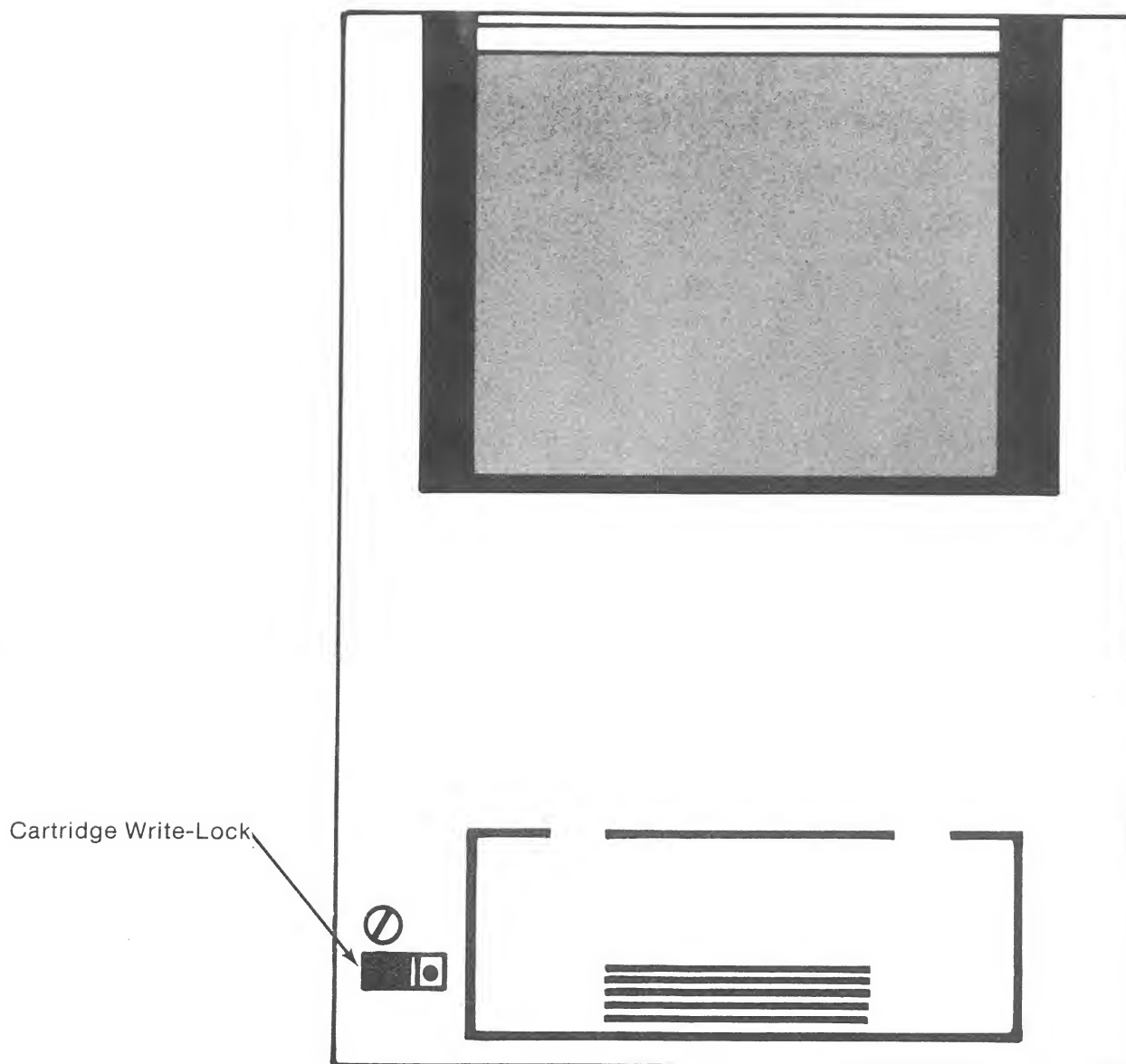


Figure A.4
The Cartridge Write-Lock

Appendix B
Operations Stored
on the Hard Disk

Appendix B:

Operations Stored on the Hard Disk

Operations Stored on the Hard Disk

An operation can be any program that must be loaded from a floppy or hard disk into your system. Word processing programs, data processing programs, special programs (such as CPT Spelling Checker™ I), or utilities programs are all system operations.

An operation can sometimes include more than one CPT program. For example, word processing and Spelling Checker programs can be combined into one operation, and loaded into your system at the same time. You can then use both options without re-programming your system.

You can have as many as nine different operations in private or public storage on the SRS45 hard disk. Some operations contain the information your console needs to prepare it to operate. Operations can include any special features (such as CPT Spelling Verifier or CPT Outliner) or word processing utilities. (CPT data processing software cannot be stored as an operation.)

Operations that are stored on the SRS45 hard disk will probably include the basic word processing software for your console. Different operations can be stored in each operator's private storage, to provide the specific features each operator needs. Operations used by all operators on an SRS45 system can be stored in the public area of the hard disk. Operations, whether they are stored in public or private areas, are loaded onto your console and used the same way.

On an SRS45 system, stored operations are numbered 0, 1, 2, 3, 4, 5, 6, 7, or 8. When your CPT representative prepares your SRS45 system for operation, he or she may assign operation numbers to some of the features purchased for use on your console. Because of the amount of space the SRS45 needs to store an operation, your console may be limited to fewer than the full nine operations.

Appendix C: Using CPT Features With the SRS45

Using CPT Features With the SRS45

It is important to consider the following guidelines when you use standard CPT word processing features on an SRS45 system:

- * When using CPT programs and utilities on an SRS45 system, a device number has the same meaning as a drive number on a standalone system. On an SRS45 system, you specify device numbers 1 through 7 whenever a storage device must be named.

For example, if you wanted to use Insert to insert a page labeled LETTER that was stored on device 6, you would type the following command:

6:LETTER

Then you would press INSERT. The text recorded on page LETTER and stored on device 6 would appear on your screen.

- * When you want to use documents contained in folders on any SRS45 storage device, first make sure those folders are open. Then, type in the access letter assigned to the folder, rather than the device number.

For example, assume the page LETTER in the previous example was stored on device 6 in a folder labeled NAME, rather than as a loose page. First you would open the folder, say with the letter B. Then you would type the following command to insert the text:

B:LETTER

Then you would press INSERT. Once you have opened a folder with an access letter, you do not need to indicate the device number of a folder nor the name of the folder.

- * At times you may have to reprogram your console to use a feature that is stored as a separate utility. In these instances, the following prompt will appear after you load the software but before you activate the utility:

To open a folder, use the TASK key, otherwise press RETURN

When this prompt appears, open any folders containing documents that you plan to use with this utility.

The TASK key is referred to in some screen prompts and in instructions for using utilities on the SRS45. The TASK key is found on a CPT Phoenix or a CPT Phoenix JR console.

If you have an 8100 or 8500 Series console, you have an SRS or WORD PAK key instead of a TASK key. Use the SRS or WORD PAK key whenever you are told to use the TASK key.

Appendix D: Using DiskSort™ Software With the SRS45

Using DiskSort™ Software With the SRS45

When your console is part of an SRS45 system, you can use DiskSort to sort records stored on individual pages or on pages within folders. DiskSort is available as a program on a floppy utilities disk. (Depending on the kind of console and utilities you now use, DiskSort may be available as an operation stored on your SRS45 hard disk. Contact your CPT representative for more information about this option.) You use the same procedure to load DiskSort on the SRS45 that you use on your standalone console.

For more information about DiskSort, see the *DiskSort™ Operator's Manual*.

Keep the following considerations in mind when using DiskSort on an SRS45 system:

- * You can use any storage device (1 through 7) as the source or destination for your DiskSort records. However, other operators will not be able to read or write to the public storage areas while you are using DiskSort if you assign device 6 or 7 to the OUT or WORK control page keywords. Other operators can read but not write to devices 6 or 7 while you use DiskSort with devices 6 or 7 assigned to the IN keyword.
- * Whenever possible, assign devices 1 through 5 to your control page keywords while using DiskSort. The records you are sorting are then protected, and the operation of all other consoles is not affected. See the explanation in the next item.
- * When you are sorting a large number of records, make sure the device assigned to the OUT and WORK keywords has enough space to receive the sorted records. If there is not enough space available on the device for all the records, the sort will not complete and an error message will be issued.
- * Store the DiskSort control page in public storage. Then, if you need to change the control page, you can do so from any other console. Otherwise, you must reset your console temporarily for standard word processing, make the change, and then reset to reload the DiskSort utility. (This consideration is not necessary when using DiskSort on a CPT Phoenix console.)

The following considerations apply specifically to the WORK keyword:

- * You must use the WORK control page keyword each time you use DiskSort with an SRS45 system.
- * A folder cannot be designated as the destination for the WORK keyword.
- * The sort routine is usually faster when WORK is designated to private rather than public storage areas.

Using DiskSort With Documents Stored in Folders

When you use DiskSort with documents stored in electronic folders, you must remember to open all appropriate folders before you start to sort. After you load the DiskSort program, the following prompt appears:

To open a folder, use the TASK key, otherwise press RETURN.

If you touch TASK, the following prompt appears:

OPEN A__

Follow the usual procedure to open all folders containing the text that you have designated with either the IN or OUT keyword. If you forget to open an appropriate folder, the following message appears:

ERROR: The input or output folder is not opened.

If this happens, touch TASK, open the folder, and begin sorting again.

Using DiskSort With a CPT Phoenix Console

The procedure for using DiskSort on a CPT Phoenix console differs from that used with other CPT consoles. The differences are:

- * On a CPT Phoenix, DiskSort functions as a background task, allowing you to continue word processing while it proceeds with the sort.
- * When sorting records stored in folders, you can either open the folders before pressing the DiskSort soft key, or add the FOLDER keyword to the DiskSort control page just as you would with control page printing. Figure D.1 below shows a sample DiskSort control page that includes the FOLDER keyword.

```
IN:  A 1 10
FIELDS:  V5 V1
WORK:  5
OUT:  6 SORT2-0
SELECTION:  ,mule,
FOLDER:  A DS2 1
```

Figure D.1

Sample DiskSort Control Page

- * You can also cancel DiskSort when working at a CPT Phoenix console. When you want to interrupt or stop the sorting operation, press STOP. You will receive the prompt "DISKSORT Resume Cancel."

If other background tasks are in progress while you are using DiskSort, additional messages showing the cancellation option may appear before the Disk option appears. You may then resume the other background tasks before cancelling DiskSort.

- * It is recommended that WORK be designated to private storage when working at a CPT Phoenix console.

To use DiskSort with a CPT Phoenix console:

1. If necessary, reset your console, then load the DiskSort operation.
2. Touch the **TASK** key until the **FILING** soft key appears, then touch **FILING**, and then the soft key **DISKSORT**.

The following prompt appears on the status line:

CONTROL 1__

3. If necessary, **BACKSPACE** and type the correct device number, and then the DiskSort control page label.
4. Press **RETURN**.

The DiskSort program functions as a background task, leaving the screen available for other word processing tasks. The message DISKSORT COMPLETED appears when the sort is complete.

To stop DiskSort with a CPT Phoenix console:

1. Press **STOP**.

The following prompt appears:

DISKSORT Resume Cancel

2. Position the cursor under Cancel, and press **RETURN**.

The following message appears:

DISKSORT CANCELLED

Appendix E
SRS45 Extended
Resource Systems

Appendix E: SRS45 Extended Resource Systems

SRS45 Extended Resource Systems

If you have two SRS45 hard disk storage devices connected to each other, you have an SRS45 Extended Resource System.

In an extended system, one SRS45 unit is designated the primary SRS45. The other is the secondary SRS45. Standalone consoles may be connected to seven of the eight ports on each SRS45. The eighth port is reserved for a cable that connects the primary SRS45 to a secondary SRS45. Figure E.1 illustrates an extended SRS45 system with two SRS45s and the maximum number of consoles connected.

All consoles on the extended resource system can have access to documents stored on either hard disk (device 6). However, only the seven consoles connected to the primary SRS45 have access to cartridge storage (device 7) in the primary unit, and only the seven consoles connected to the secondary SRS45 have access to cartridge storage (device 7) in the secondary unit. Consoles connected to one SRS45 cannot share cartridge storage space with consoles connected to the other unit.

The procedures in this manual apply to SRS45 Extended Resource System as well as consoles connected to standard SRS45 systems. However, when working on an SRS45 extended resource system, it is important that you know which SRS45 your console is connected to, and what your port number is. Your SRS45 administrator can get this information from your CPT representative.

In any SRS45 configuration, each display of a multi-headed CPT Phoenix system shares SRS45 hard disk private storage with the other displays attached to the same microframe. Each of the displays is assigned a unique name in the SRS45 configuration. However, all displays on the console share only one of the eight SRS45 ports, leaving room for an additional seven consoles on the SRS45 system. With a multi-headed CPT Phoenix console connected to an SRS45, more than 8 operators can share the same SRS45 hard disk and cartridge storage space.

CPT SRS45 Extended Resource System

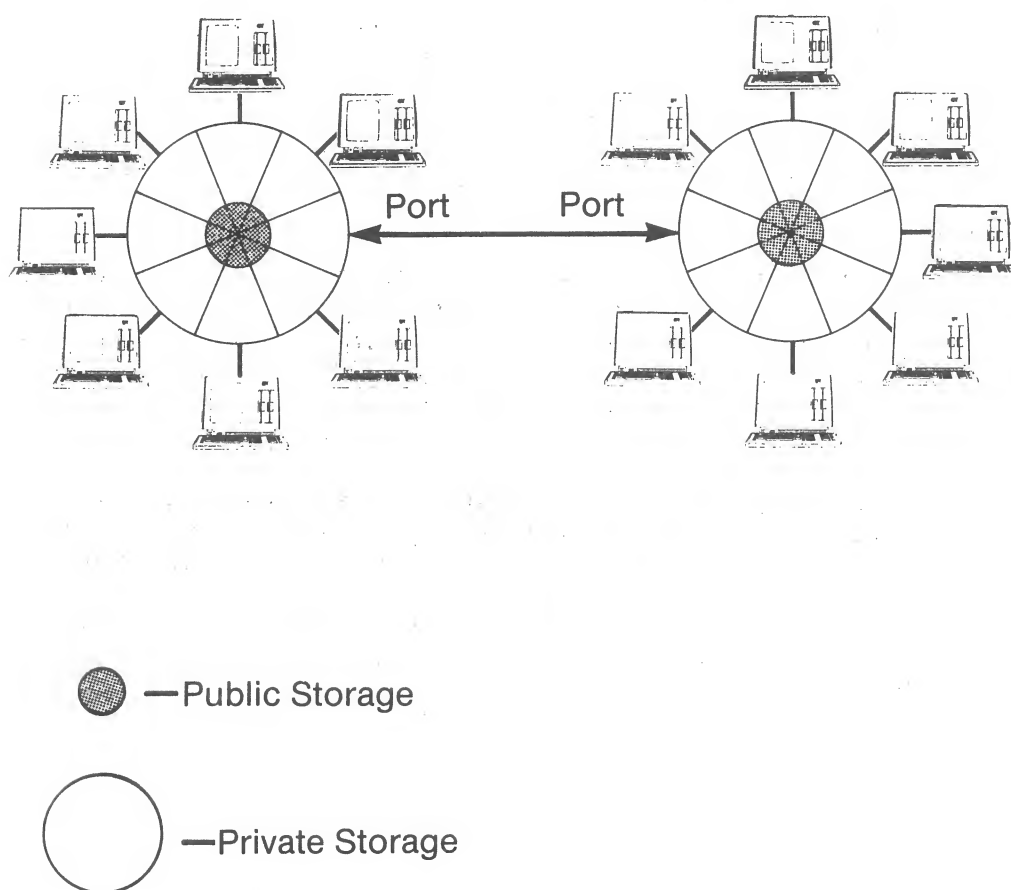


Figure E.1

SRS45 Extended Resource System With 14 Consoles Connected

Appendix F:

Shared Printing

Shared Printing

When your console is part of an SRS45 system and you want to print a public document, you can use Shared Printing, a CPT purchasable option. With Shared Printing, you can print on a printer connected to any other console in the system. An SRS45 supports up to eight consoles, so you can have eight shared printers as well.

With Shared Printing, you can have access to any printer connected to any console in the SRS45 system. This includes CPT Rotary™, Matrix, and Page Printers.

You can use Shared Printing to print documents stored on device 6 only. You cannot use Shared Printing to print any documents stored on devices 1 through 5 or on device 7.

In order to use Shared Printing on your SRS45 network, you need to do the following:

- * Determine which printers you want to be able to share.
- * Make sure your System Administrator has used the SPMC utility to configure your system for Shared Printing.

If you do not currently have Shared Printing, your SRS45 network can be upgraded to include it. For more information, contact your CPT representative.

Considerations When Using Shared Printing

The Shared Printing Configuration (SPMC) utility enables you to share printers with other operators whose consoles are connected to the SRS45 system.

References in this appendix to "receiving console" describe a console attached to a shared printer with Shared Printing turned on. A "sending console" sends Shared Printing commands to a shared printer.

- * Using Shared Printing, you can print documents stored on device 6, not devices 1 through 5 or 7.
- * You can use both direct and control page printing.
- * Documents can be stored in folders or as loose pages.
- * Operators at receiving consoles should not assign access letters U through Z to folders. These letters are automatically assigned to folders sent to the receiving console during shared printing.
- * The flag page feature should be turned on at the receiving console. This ensures that each shared printing job is clearly labeled with the name of the sending console, the name of the file folder in which the printed document was stored, and the name of the print job.

For more information about flag pages, see "Using Flag Pages" in Chapter 7, and the operator's manual that came with your console.

- * Do not use no-scroll printing when using Shared Printing.
- * Do not use the Hat S function when using Shared Printing. For more information about these functions, see the operator's manual that came with your console.

Whether you are using direct or control page printing, when using a shared printer all of the following must be in the public area (device 6):

- * The printer parameter page
- * The text
- * The control page
- * Any headers, footers, and footnotes
- * Any variable files
- * Folders containing any of the above

Turning Shared Printing On and Off

In order for a printer at one console to receive a print command from another console, Shared Printing must be turned on at the console connected to the printer.

When Shared Printing is first turned on, the system checks the public area to determine whether there are print commands in the memory buffer. That is, if an operator sends a shared print command to your printer, the command stays in the public area of the SRS45 until you turn on Shared Printing at your console.

Shared Printing does not need to be turned on at the console sending the print commands.

To turn on Shared Printing at your console:

1. Hold **CODE** and **SHIFT**, and touch the letter **A**.

The following message appears in the status area:

SHARED PRINTING ON

To turn off Shared Printing at your console:

1. Hold **CODE** and **SHIFT** and touch the letter **A**.

The following prompt appears:

TURN SHARED PRINTING OFF? YES NO

2. Touch **BACKSPACE** to position the cursor under YES, and touch **RETURN**.

The following message appears in the status area:

SHARED PRINTING OFF

Using the Printer Parameter Page With Shared Printing

The printer parameter page contains a number of different parameters that instruct your printer how to operate. Some of the parameters in the printer parameter page may relate to font codes, paper trays, graphics, and communications, depending on your printer.

With Shared Printing on the SRS45, it is recommended that you send a printer parameter page to the shared printer along with the pages to be printed. This printer parameter page sets up the printer for your shared print job, and ensures that your printing specifications are met. If you do not send this printer parameter page with your job, the parameters are set by the operator at the receiving console when he or she completes the CODE PRINT sequence.

You may change the settings on a printer parameter page, just as you do for the D page on a program disk. See the manual that accompanied your printer or your system operator's manual for information on how to do this, and for additional information about the parameters contained on the printer parameter page.

Considerations

- * Parameter pages differ for Rotary, Matrix, and Page Printers, because the printers have different capabilities.
- * Printer parameter pages must be stored in the public area (device 6) in order to be sent to the shared printer when you send your printing job. For this reason, the PRINT prompt that appears during the CODE PRINT sequence automatically displays device 6 as the storage device of your document.
- * Printer parameter pages should be stored in folders. Make sure the folder is open before you try to use the printer parameter page.
- * Printer parameter pages may have page labels of one to ten characters like any other page. The page labels may include numbers, letters, slashes, periods, or hyphens.
- * The printer parameter page should not include COMMUNICATIONS parameters. Either delete these parameters from the page before you load it during a Shared Printing CODE PRINT sequence, or invalidate them by typing a period at character position 1 for each parameter on the parameter page itself.

Sending a Shared Print Command

The Shared Printing CODE PRINT sequence differs from the sequence for printing a document at a printer connected to your own console. There are fewer options for which you need to select parameters because many of the options are defined in the printer parameter page.

Perform the following procedure at your own console to send a print command to a shared printer at another console.

To send a print command to a Shared Printer:

1. If necessary, open the folder(s) containing your printer parameter page and the document to be printed.
2. Hold **CODE** and **SHIFT** and touch the letter **I**.

The following prompt appears:

Direct Control page

3. Select the appropriate option, and touch **RETURN**.

The following prompt appears:

PRINTER NAME: _

4. Enter the name of the printer to which you want to send your print job. (If necessary, contact your administrator for this information.)
5. Touch **RETURN**.

The following prompt appears:

PARAM PAGE: 6 _

6. If necessary, **BACKSPACE** and enter the access letter of the folder opened in Step 1.
7. Enter the page label of the printer parameter page that will determine how your document is printed. The page label may be up to 10 characters long.

(procedure continued)

-
8. Touch **RETURN**.

The following prompt appears:

PRINT 6 _

9. If necessary, **BACKSPACE** and type the access letter of the folder opened in step 1.
10. Type the page label or range of page labels of your document, and touch **RETURN**.

Your print job is now added to the queue at the shared printer. It will begin printing as soon as any jobs ahead of it have been printed.

When the shared printer starts printing your document, the following message appears in the status area of your console:

[page range] STARTED PRINTING

When the shared printer finishes printing your document, the following message appears:

[page range] FINISHED PRINTING

Using Print Queues With Shared Printing

If your console is connected to a shared printer, you can display and delete entries in the shared printer print queue.

If you are sending print commands to a shared printer at another console, you can display the shared printer print queue at your console, and you can delete any print commands that you have sent. You cannot, however, alter the order of the shared printer print queue or delete commands sent by other consoles.

This section explains how to work with the shared printer print queue and the print queue at your own console. For additional information about print queues, see "Using Print Queues" in Chapter 7, and the operator's manual for your console.

Figure F.1 illustrates a sample line from a shared printer print queue, and definitions of the parameters listed.

A	6	PAGELABEL1	PAGELABEL2	255	6	PARAMPAGE1	DIRECT	SENDERNAME	3	
										- Entry number
										- Sender's name
										- Format code
										- Parameter page label
										- Device number of parameter page
										- Number of multiple copies
										- Ending page label of range to be printed
										- Beginning page label of range to be printed
										- Device number of page to be printed
										- Printer designator (A, B, or C)

Figure F.1

Sample Line from a Shared Printer Print Queue

The device number of the page to be printed and the device number of the printer parameter page is 6. It will always be either 6 or an access letter.

Beginning and ending page label fields, the parameter page label field, and the sender name field have 10 spaces that can be used.

The last parameter, the entry number parameter, is assigned by the system and denotes the print job's order in the print queue. In the above example, the job displayed is third in the print queue.

When you want to find out the status of the print queue for a shared printer, display the print queue by following this procedure.

To display the shared printer print queue:

1. Hold **CODE** and **SHIFT** and touch the letter **E**.

The following prompt appears:

QUEUE: Display Delete Entry

2. Touch **RETURN** to select Display.

The following prompt appears:

PRINTER NAME: _

3. Enter the name of the shared printer whose queue you want to view.
(See your system administrator to find out the name assigned to the printer.)
4. Touch **RETURN**.

The shared printer print queue is displayed in the upper screen.

When you want to delete an entry from the print queue for a shared printer, follow this procedure:

To delete an entry from the shared printer print queue:

1. Hold **CODE** and **SHIFT**, and touch the letter **E**.

The following prompt appears:

QUEUE: Display Delete Entry

2. Position the cursor under Delete, and touch **RETURN**.

The following prompt appears:

PRINTER NAME: _

3. Enter the name of the shared printer whose queue contains the entry you want to delete. (See your system administrator to find out the name assigned to the printer.)
4. Touch **RETURN**.

The shared printer print queue is displayed in the upper screen, and the following prompt appears:

ENTRY NUMBER: _

5. Referring to the print queue displayed, type the entry number of the print job that you want to delete, and touch **RETURN**.

The system deletes the entry, then displays the ENTRY NUMBER prompt again. You can go on to delete other print jobs.

When you want to exit, press **SKIP**.

Remember that you can delete only those print jobs on the shared print queue that were sent from your console. Other jobs must be deleted by the sending consoles or the console attached to the shared printer.

Shared Printing on an SRS45 Extended Resource System

If you have Shared Printing on an SRS45 extended resource system, you have access to all printers connected to all consoles on either the primary or secondary SRS45 units. See Appendix E: SRS45 Extended Resource Systems for more information about this option.

Appendix G:

System Messages

System Messages

The following messages might appear on the status line of your screen when your console is part of an SRS45 system. (These messages are in addition to the messages listed in the manual that accompanied your console.) This appendix lists each message that might appear, its number, the reason the message appears, and the actions you can take to correct the situation.

SYSTEM MESSAGES

Number	Message, Reason, and Action
3.55	<p>PLEASE CHECK THE FOLDER NAME</p> <p>Reason: You did not type the device number after the folder name when you opened or closed the folder.</p> <p>Action: Begin the procedure for opening or closing the folder again. Make certain that you type the device number after the folder name.</p>
3.68	<p>THIS ACCESS LETTER IS NOT ASSIGNED TO A FOLDER</p> <p>Reason: You attempted to use an access letter that is not assigned to a folder.</p> <p>Action: Check to see what access letter is assigned to the folder you want to use. To do this, generate a table of contents for the folders you have opened.</p>
4.0	<p>NAME DOES NOT EXIST ON SPMC PAGE</p> <p>Reason: The printer or console name you entered when using Shared Printing is not configured as a user or a printer.</p> <p>Action: Ask the SRS45 administrator to add the name to the configuration, or, if you typed an incorrect name, repeat the procedure.</p>
4.4	<p>ENTRY DOES NOT EXIST ON QUEUE</p> <p>Reason: The entry you tried to delete does not exist in the print queue.</p> <p>Action: Check the print queue to see the item you intended to delete. Repeat the procedure to delete the item, making sure you use the correct keystrokes.</p>

Number	Message, Reason, and Action
4.5	<p data-bbox="378 373 1109 405">ENTRY WAS NOT ISSUED BY YOUR CONSOLE</p> <p data-bbox="378 436 1421 569">Reason: You tried to delete an entry on the shared print queue that was not issued by your console. Only the sending console and the console attached to the shared printer can delete entries on the shared print queue.</p> <p data-bbox="378 600 1390 661">Action: Check the entry numbers again and enter the correct entry number.</p>
4.6	<p data-bbox="378 724 1284 756">ENTRY WAS NOT DELETED - ERROR ACCESSING QUEUE</p> <p data-bbox="378 787 1446 888">Reason: An error occurred as you tried to delete an entry from the shared print queue. The queue may have been busy, or there may have been a hardware error.</p> <p data-bbox="378 919 1094 951">Action: Wait a few moments, and try again.</p>
5.4	<p data-bbox="378 1014 1027 1045">STATION # IS NOT WORKING PROPERLY</p> <p data-bbox="378 1077 1463 1171">Reason: You attempted to use a device that has not been prepared properly, that is currently busy, or that has experienced a mechanical malfunction.</p> <p data-bbox="378 1203 1487 1297">Action: Check the device and/or wait a few moments and try again. If the message continues to appear, contact your CPT representative.</p>
5.7	<p data-bbox="378 1360 1243 1423">CANNOT RECORD TO STATION #-THE CARTRIDGE IS WRITE-PROTECTED</p> <p data-bbox="378 1455 1382 1518">Reason: You attempted to record onto a cartridge that has an activated write-lock.</p> <p data-bbox="378 1549 1421 1680">Action: Check the contents of the cartridge to make sure you want to record on that cartridge. If you do, deactivate the write-lock, reinsert the cartridge, and reissue the record command. Otherwise, use a different cartridge.</p>

Number	Message, Reason, and Action
--------	-----------------------------

6.3	THE PAGE IS TOO LARGE
-----	------------------------------

Reason: The hard disk is full, or almost full.

Action: Ask the system administrator to use the Reconstruct In Place utility to condense the storage area, create open disk space, or move documents from the hard disk to a cartridge.

8.61	PRINT FROM PUBLIC STORAGE USING SHARED PRINTING
------	--

Reason: You attempted to send a print command through Shared Printing when the pages were not on the SRS45 public area.

Action: Make sure all text pages, control pages, printer parameter pages, footnotes, headers, and footers are on the public area.

12.01	THE FOLDER NAME IS NOT VALID
-------	-------------------------------------

Reason: The folder name is too long, it contains an invalid character, or you did not enter a folder name.

Action: Make sure the folder name is no more than four characters long and contains only letters, numbers, commas, periods, slashes, or hyphens. If you have not entered a folder name, enter one.

12.02	REQUESTED STORAGE UNIT CANNOT BE FOUND.
-------	--

Reason: You attempted to open a folder, but the SRS45 has not been switched on.

Action: Switch on the SRS45.

Number	Message, Reason, and Action
--------	-----------------------------

12.03	THE SRS IS REPORTING PROBLEMS
-------	--------------------------------------

Reason:	Either you closed a folder from which you were printing, or the SRS45 is reporting unidentified problems.
---------	---

Action:	If the folder is closed, open it, and repeat the PRINT command. If the folder is open, inform the other operators that you must shut off the system. Then, switch off the SRS45, wait a few minutes, and switch it back on. If, after you repeat the PRINT command, the message appears again, contact your CPT representative.
---------	---

12.5	THE SRS IS BUSY - PLEASE TRY AGAIN
------	---

Reason:	You attempted to use public storage while the system administrator was performing a maintenance task with public storage.
---------	---

Action:	Wait until the administrator has completed the maintenance task, before you attempt to use public storage.
---------	--

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